

**MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE RURAL MUNICIPALITY OF BUFFALO NO. 409
HELD IN THE MUNICIPAL OFFICE 214 2ND AVENUE EAST AT WILKIE,
SASKATCHEWAN
ON MONDAY DECEMBER 8th, 2025.**

CALL TO ORDER

Reeve Brett McIntosh was absent therefore Deputy Reeve Blake Wakelin Assumed the Chair.

A quorum being present, Deputy Reeve Blake Wakelin called the meeting to order at 9:00AM.

PRESENT

Reeve Brett McIntosh - ABSENT
Administrator Dakota Pilat
Councillors Division No. One – John Heilman
Division No. Two – John Fenrich
Division No. Three – Aaron Agar
Division No. Four – Larry Kuntz
Division No. Five – Blake Wakelin
Division No. Six – Mark Welsch - ABSENT
Foreman Chris Makey

283/24-25 – ADOPTION OF AGENDA

MOVED BY – HEILMAN

That the agenda be accepted as presented.

CARRIED

284/24-25 – REGULAR MEETING MINUTES

MOVED BY – FENRICH

That the Minutes of the Regular Meeting of Council held on November 10th, 2025 be approved as circulated.

CARRIED

285/24-25 - STATEMENT OF FINANCIAL ACTIVITIES

MOVED BY - AGAR

That the Statement of Financial Activities for the period ending November 30th, 2025 be approved as presented.

CARRIED

286/24-25 – ADMINISTRATION REPORT

MOVED BY - KUNTZ

That the Administration Report, as written by Administrator Dakota Pilat, be accepted as presented and is annexed hereto and forms a part of these minutes as Appendix "A".

CARRIED

FOREMAN CHRIS MAKEY ARRIVED AT 9:10AM

287/24-25 – PUBLIC WORKS REPORT

MOVED BY - HEILMAN

That the Public Works Report, as written by Foreman Chris Makey, be accepted as presented and is annexed hereto and forms a part of these minutes as Appendix "B".

CARRIED

288/24-25 - COMMITTEE REPORTS

MOVED BY - FENRICH

That the Council presents their reports of attended committee meetings received for information.

Councillor Heilman – RE: Wheatland Library

Councillor Fenrich – RE: Wilke Fire

Councillor Agar – RE: AD Board, Unity Fire

Councillor Wakelin – RE: Rec Board

CARRIED

289/24-25 - CORRESPONDANCE

MOVED BY - AGAR

That the correspondence having been read, now be filed and that the list of correspondence be annexed hereto and form a part of these minutes.

CARRIED

290/24-25 ACCOUNTS FOR APPROVAL

MOVED BY - KUNTZ

That the following List of Accounts are reviewed and approved for payment totalling \$181,022.20, and that the list is annexed hereto and forms a part of these minutes:

1. The list of cheques numbered 23688 up to and including 236706 totalling \$63,860.21,
2. The list of electronic payments numbered 1481 up to and including 1489 totalling \$87,184.49,
3. The list of Mid-Month Advances totalling \$8,844.59
4. The list of month end payroll payments for the period ending November 30th 2025 totalling \$21,132.91.

CARRIED

291/24-25 – YEAR END ACCOUNTS

MOVED BY - HEILMAN

That Administration be authorized to pay all outstanding accounts at year end and report the actual amounts to council at the Regular Meeting of Council in January 2026.

CARRIED

292/24-25 – BARIT 2026 DECLINE

MOVED BY - FENRICH

That the Council acknowledges the crushing deadline of November 30th has now passed and Council choses to decline the option outlined in section 4 of the Service Agreement that was signed with Barit Oilfield on June 22nd 2025 to extend the term for one additional period of two years due to unsatisfactory performance.

CARRIED

293/24-25 – CONTRACT RENEWALS

MOVED BY - AGAR

That the Council approves renews the following contracts for 2026:

Office Janitor – Marilou Canong - \$200.00/Month
Office Lawn Care – Trystian Schmidt

CARRIED

294/24-25 – REGULAR MEETING DATES AND TIMES

MOVED BY - KUNTZ

That the Regular Meetings of Council for 2026 be held in the Municipal Office located at 214 2nd Avenue East in Wilkie, SK on the Second Monday of Each month with the following start times:

January to April – 9AM
May to September 8AM
October to December 9AM

CARRIED

295/24-25 – DEPUTY REEVE 2026

MOVED BY - HEILMAN

That the Rural Municipality of Buffalo No. 409 appoint John Fenrich as the Deputy Reeve of the Municipality for the term of January 1st 2026 to December 31st 2026.

CARRIED

296/24-25 – SIGNING AUTHORITY

MOVED BY – AGAR

That the Rural Municipality of Buffalo No. 409 approves the following Members to have full financial signing authority for the RM:

Administrator Dakota Pilat
Reeve Brett McIntosh
Deputy Reeve John Fenrich

CARRIED

297/24-25 – PUBLIC NOTICE ACKNOWLEDGEMENT

MOVED BY – KUNTZ

That Council acknowledge Public Notice dated November 24th 2025 issued by the Administrator, pursuant to Bylaw No.02/2015 Clause 3.1 Subsection J concerning the setting of remuneration for members of council, and members of Council Committees and other bodies established by council for the year 2026 at this meeting. FURTHER that the notice attached hereto and form part of these minutes

CARRIED

298/24-25 – INDEMNIDTY RATES 2026

MOVED BY – HEILMAN

That Council approves the following Indemnity rates for 2026:

- Council Meeting - \$275/DAY
- Meetings Committee or other – ½ Day or 4 Hours or Less - \$137.50
- Conventions - \$300/DAY
- Travel - \$0.65/KM
- Meals – Breakfast \$20.00
 - Lunch \$25.00
 - Supper \$ 35.00
- OR \$80.00 PER DAY

CARRIED

299/24-25 – AUDITOR 2026

MOVED BY – FENRICH

That the Rural Municipality of Buffalo No. 409 appoint Holm Raiche Oberg (HRO) Chartered Professional Accountants P.C. Ltd. As the Auditing firm for the Municipality in the year 2026.

CARRIED

300/24-25 FINANCIAL INSTITUTION 2026

MOVED BY - AGAR

That the Rural Municipality of Buffalo No. 409 continue to conduct all 2026 banking at the Innovation Credit Union Wilkie Branch for 2026.

CARRIED

301/24-25 STRAY ANIMALS ACT

MOVED BY - KUNTZ

That Council appoint the Administrator of the Municipality as the Administrator for the Purposes of The Stray Animals Act.

CARRIED

302/24-25 2026 TAX DISCOUNTS

MOVED BY - HEILMAN

That Council approves the Discounts for Levied taxes for the year 2026 as follows:

- August – 6%
- September – 5%
- October – 4%
- November – 2%
- December – No Discount

CARRIED

303/24-25 UNPAID TAX PENALTIES

MOVED BY - FENRICH

That Council approves the following Penalties for the previous year's unpaid taxes:

- 1% Interest on Arrears each month.

CARRIED

304/24-25 EMO – WILKIE DISTRICT

MOVED BY - AGAR
That Council appoints Administrator Dakota Pilat as the EMO Coordinator for the Rural Municipality of Buffalo No.409 for the new EMO Plan in joint with the RM of Reford No. 379, the RM of Tramping Lake No. 380, the Town of Wilkie and the Village of Scott. FURTHER that the following be appointed as EMO Coordinators in the event of an emergency: Valerie Fendlet, Krystal Ferguson, Rebecca Parent and Aileen Garrett.
ALSO, Council instructs Administrator Dakota Pilat to enrol and complete level one of the ICS Training offered by the SPSA.

CARRIED

305/24-25 REIMBURSEMENT 2025 TRAVEL

MOVED BY - KUNTZ
That Council approves the reimbursement to Administrator Dakota Pilat in the amount of \$820.60 for expenses occurred from the RMAA & SARM Conventions in 2025.

CARRIED

306/24-25 REIMBURSEMENT FOR EMPLOYEES

MOVED BY - HEILMAN
That for 2026 the Indemnity, Travel and Meal Allowances for Employees be as follows:

Travel on Municipal Business – \$0.65/KM
Hotels – Covered by Municipality
Meals – Breakfast \$20.00
 Lunch \$25.00
 Supper \$ 35.00
OR \$80.00 PER DAY

CARRIED

307/24-25 SARM FIDELITY BOND 2026

MOVED BY – FENRICH
That Council acknowledge the following insurance policies of the Municipality with all coverage renewed from January 1st 2026 to January 1st 2027:
- SARM Administrative Fidelity Bond (\$25,000 Coverage) & Money and Securities (\$5000 Coverage)

CARRIED

308/24-25 2026 WAGES

MOVED BY – HEILMAN
That Council approves a _____% wage increase for all RM employees to come into effect on January 1st 2026. FURTHER that the 2026 wages for the Municipalities hourly employees be as follows:

Foreman Chris Makey - \$_____ per hour
Colin Mack - \$_____ per hour
Dave Rolheiser - \$_____ per hour
Richard Grimard - \$_____ per hour
Lyle Bengert - \$_____ per hour
Stephen Amero - \$_____ per hour

ALSO, that the 2026 wage for Administrator Dakota Pilat's salary be set at \$_____ (\$_____per hour)

TABLED

309/24-25 MUNISOFT TRAINING

MOVED BY - FENRICH

That Council approves Administrator Dakota Pilat to enrol in the 2025 Year End Processing Seminar offered by MuniSoft on Tuesday December 16th. FURTHER that the Municipality will cover the enrolment fee for the training.

CARRIED

310/24-25 2024 FINANCIAL STATEMENTS

MOVED BY - AGAR

That Rural Municipality of Buffalo No. 409 approves the 2024 Draft Audited Financial Statement for the Period Ending December 31st 2024 as prepared by HRO. FURTHER that the Draft be adopted as circulated.

CARRIED

311/24-25 MRS GRANT DECLARATION OF ELIGIBILITY

MOVED BY - KUNTZ

That the Council of the Rural Municipality of Buffalo No. 409 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2024 Audited Financial Statements to the Ministry of Government Relations.
- In good standing in respect to reporting and remittance of the Education Property Taxes
- Adoption of a Council Procedures Bylaw
- Adoption of an employee code of conduct, AND
- All members of council have filed and annually updated their Public Disclosure Statements as Required; AND

That we Authorize Administrator to sign the Declaration of Eligibility and Submit to the Ministry of Government Relations stating that all the above criteria are met.

CARRIED

312/24-25 EMO 2025-2026

MOVED BY - HEILMAN

That Council approves Administrator Dakota Pilat to fill out and submit the Canada Summer Jobs Grant Application for One (1) Summer Student Position before the December 11th Deadline.

CARRIED

313/24-25 CCBF GRANT APPLICATION

MOVED BY - FENRICH

That Council approves Administrator Dakota Pilat to fill out and submit the Canada Communities Building Fund Grant to cover the cost of the Asset Management and Road Mapping program from Munitraxx.

CARRIED

314/24-25 COLIN MACK VACATION REQUEST

MOVED BY - AGAR

That Council approves the vacation request from Maintenance Operator Colin Mack for the following dates:

- December 15th
- December 19th ,22nd ,23rd & 24th
- Dec 29th, 30th & 31st
- January 2nd

CARRIED

315/24-25 VACATION CARRY OVER - PILAT

MOVED BY - AGAR
That Council approves Administrator Dakota Pilat to carry over Three (3) unused vacation days from 2025 to his 2026 total.

CARRIED

316/24-25 VACATION CARRY OVER - MAKEY

MOVED BY - AGAR
That Council approves Foreman Chris Makey to carry over eight (8) unused vacation days from 2025 to his 2026 total.

CARRIED

317/24-25 - OTHER BUSINESS

Road Names
Unity Day Care Funding Request – No donation will be given. Did not give money to the Wilkie Day-care in the past.
Harold Cey Road Project 2026 – Look at other options to build road that are more feasible. Other projects within the RM that are more pressing.
Barit Oilfield Annual Review – Dakota build and bring to January Meeting
Christmas Letters

NEXT MEETING MONDAY DECEMBER 8th @ 9:00AM

318/24-25 - ADJOURN

MOVED BY - KUNTZ
That this meeting of Council adjourns at 11:57AM

CARRIED

Reeve

Administrator